

Fax request to: 502-564-9240

Mail request to:

KDVA

Submitting request does not guarantee appearance by Commissioner Henry.

ATTN: Melissa Hall

Confirmation by KDVA required.

1111B Louisville Road
Frankfort, Kentucky 40601

Scheduling & Event Request Form

Name of Event: _____

Date of Event: _____

Arrival Time: _____ Start Time: _____ Departure Time: _____

Location of Event: _____

Location Address: _____

Event POC: _____

Phone/Email: _____

Host: _____

Dress: _____

Expected attendance: _____

Media: _____

Additional Details: _____

Date request Received: _____

Know by date: _____

For Office Use Only

Approved by: _____

Declined by: _____